

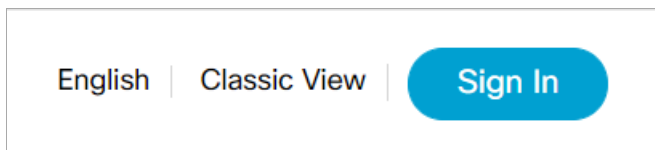
Easy WebEx Personal Room

Last Modified on 04/01/2026 10:50 am CDT

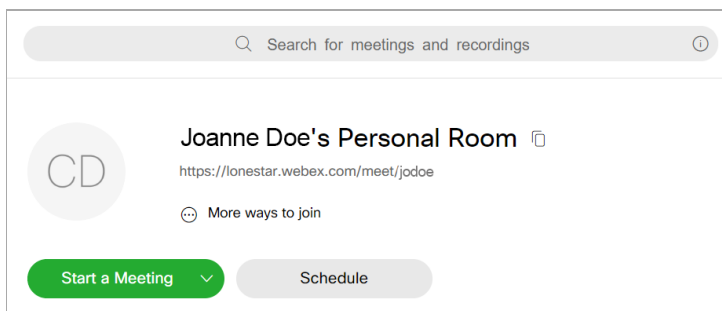
All employees have a general **WebEx** account managed by the **Information Technology Service Desk (IT)**. Contact the **IT Service Desk** at **281.318.HELP (4357)** or **1.866.614.5014** to activate your account.

Using Your WebEx Personal Room

1. Login to lonestar.webex.com (<https://lonestar.webex.com>) using your LSC username and password.



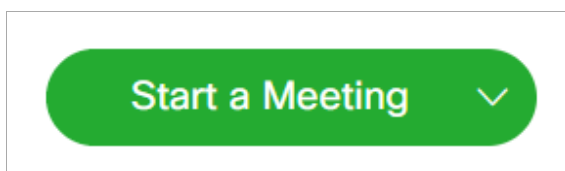
2. You will see your name and a URL to your **Personal Room**.



3. Highlight, copy, and paste the URL to your **Personal Room** into the communication, announcement, content module, or email telling students when to meet.



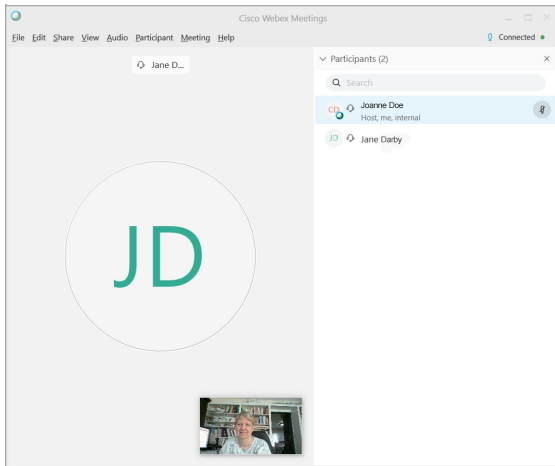
4. Click the **[Start a Meeting]** button a few minutes early if possible.



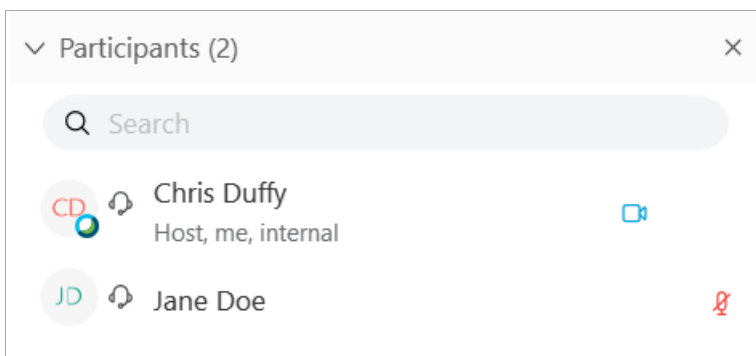
5. You will see your video image if you have a camera turned on. Click the **[Start Meeting]** button to make the meeting available to students.



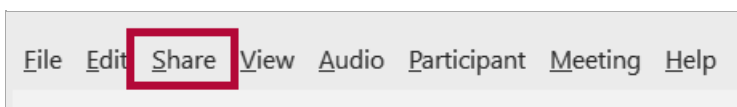
6. If you have no video camera or if you turn it off, you will see no image but all the tools will be the same.



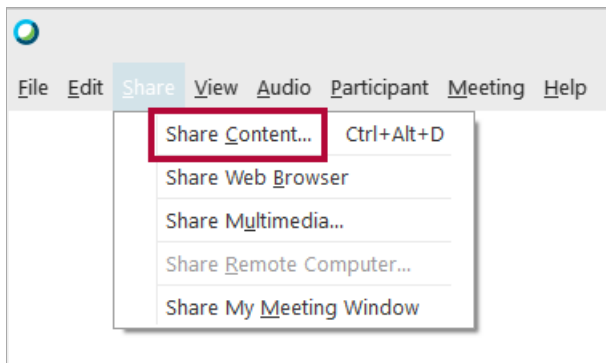
7. You will also see the participants listed in the right panel.



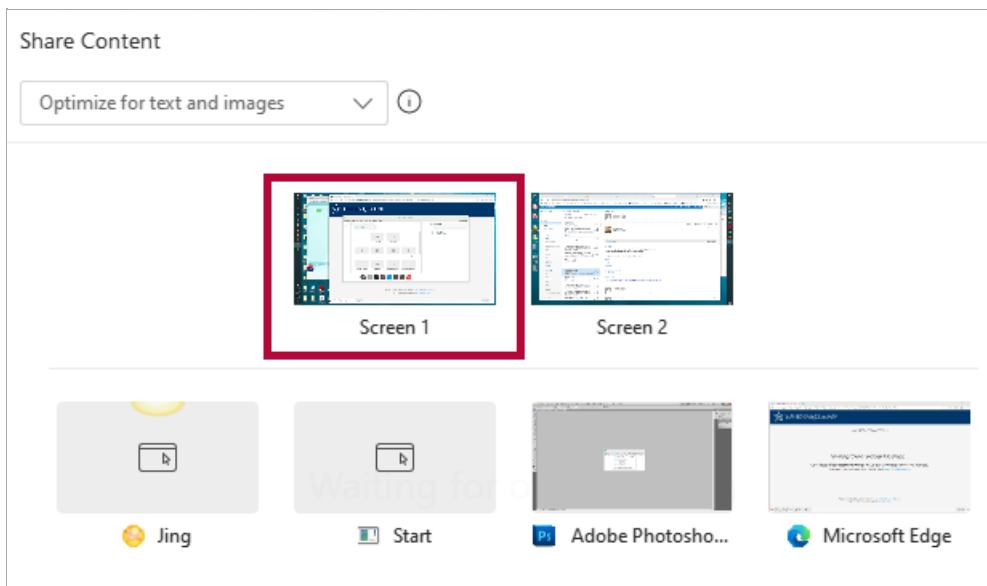
8. Click **[Share]** to share your computer monitor so that students can see your screen.



9. Click **[Share Content]**.



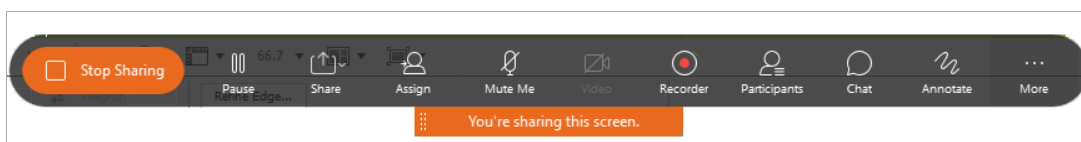
10. Choose the monitor that you wish to share. If you choose the wrong one, just move your browser or content item to the correct screen.



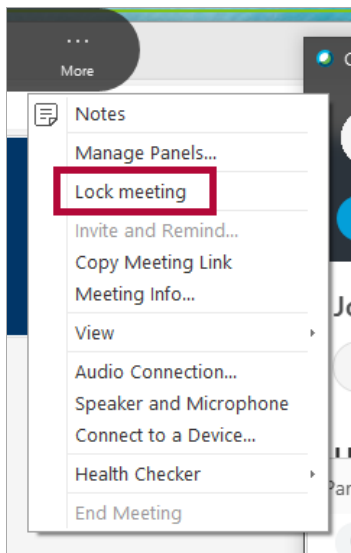
11. You will see an orange bar appear above the screen that says "You're sharing this screen."



12. Mouse over the bar to see the **WebEx** meeting menu.



13. Click **[Stop Sharing]** to stop sharing the screen.
14. To lock the meeting when having a private conference so no one else can enter, click **[More]** then **[Lock Meeting]**.



15. To end the meeting, click **[More]** then **[End Meeting]**.

Troubleshooting and Support

The **IT Service Desk** has many how-to documents on **WebEx** and **WebEx Teams**. Visit the IT knowledgebase at <https://lonestar.service-now.com/>.

For additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357) or **1.866.614.5014**.